

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Lucinda M. Neitzel 
Assistant Director, Operations and Audit Division

SUBJECT: Final Status Notice for the Publicity-Promotion Specialist

DATE: May 12, 2014

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Advertising Assistant
Advertising Supervisor
Publicity-Promotion Specialist

Classes are currently used by: WIU, ISU, NIU, SIUC, ISAC, NEIU, UIUC, EIU, UIS, WIU-QC, UIC

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
4622 Advertising Assistant	REVISE/ CIT	3294 Publicity-Promotion Specialist	None	02/ Semi-Professional	215/ Public Relations	1	07/01/14
2320 Advertising Supervisor	REVISE/ CIT	3294 Publicity-Promotion Specialist	None	02/ Semi-Professional	215/ Public Relations	1	07/01/14
3294 Publicity-Promotion Specialist	REVISE	3294 Publicity-Promotion Specialist	None	02/ Semi-Professional	215/ Public Relations	1	07/01/14

Change-in-Title Policy requirements reflect revised procedures issued 12/23/03. Change-in-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

Voiding/Deleting Registers

The employment registers for the Advertising Series and Publicity-Promotion Specialist should be voided at the close of business on Monday, June 30, 2014. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instrument for the Publicity-Promotion Specialist classification (Credentials Assessment) will be effective (available per E-Test) July 1, 2014. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.state.il.us.

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Jeff Brownfield at (217) 278-3150 Ext. 236 or at jeffb@sucss.illinois.gov.